

ABBREVIATIONS

AGPS – Advanced Government Purchasing System

CPI – Consumer Price Index

EO – Executive Order

ISIS – Integrated Statewide Information System

ITB – Invitation to Bid

OSP – Office of State Purchasing

PHB – Procurement Handbook

PPI – Producer Price Index

R&R – Rules and Regulations

RFP – Request for Proposal

RS – Revised Statute

SPO – State Purchasing Officer

WS – Website rev. 7/05

Addenda – R&R 505, PHB Sec. 18

Address, Mailing for OSP – Cover of this quick reference

Address, Street for OSP – Cover of this quick reference

Advertisement of bids – RS39:1594.C, RS43:111-211, R&R 505

Advertising/Media Placement – EO KBB 04-30

Agency Term Contracts – PHB Sec. 37

AGPS Status Codes – BTAB screen in AGPS\Inquire on TT

All or None Bids – R&R 531.F

Anticompetitive Practices – R&R 2301-2311

Approvals and Review Files – PHB Sec. 33

Artificially Divided Purchase – RS 39:1596, R&R 701, EO KBB 04-30, OSP Memo 04-07

Assignment of Contract – R&R 537, PHB Sec. 24

Award – RS39:1594.G, R&R 527, 529.C, 531, and 533, PHB Sec. 19

Bid Bonds – R&R 523.A, PHB Sec. 17

Bidding Time – RS39:1594.C(1), R&R 503

Bid Evaluation – RS39:1594.E, R&R 527

Bid Forms – R&R 507

Bid List – R&R 509

Bid Opening Date – RS39:1594.C(1), R&R 503

Bid Openings – RS39:1594.D, R&R 519, PHB Sec. 15

Bid Results – R&R 531.B and 535

Bid Security Instruments – PHB Section 17

Bid Submittal – R&R 507

Boiler Plate – Standard Instructions, Terms and Conditions

Brand Name Contract Procedures (Establishment & Changes To) - PHB Sec.

36 and OSP WS\Vendor Center\“How to Do Business” & OSP WS\Contracts\Brand Name or LaMAS

Brand Name Contract Procedures for Microcomputers – OSP WS\Vendor Center

Brand or equal specification – R&R 309.B

Cancellation of Purchase Order – RS39:1661.B, PHB Sec. 23

Cancellation of Solicitation – RS39:1599, R&R Chapter 13, PHB Sec. 21

Cancellation of Solicitation Reasons – R&R 1307

Cash Discounts – R&R 531.C, PHB Sec. 19

Change Orders – RS39:1661, R&R 531.D, PHB Sec. 23

Code of Ethics – RS 42:1101-1170

Collusive Bidding – RS39:1626, R&R Chapter 23

Commodities by SPO – OSP WS\About Us\Contacts

Commodity List – OSP WS\Vendor Center

Competition – RS39:1655, Small Purchases EO KBB 04-30, R&R 309

Competitive Sealed Bids – RS39:1594, R&R Chapter 5

Conditioned Bids – R&R 507.C

Construction – RS38:2211-2296

Contract Controversy – RS39:1673, 1716

Contract Clauses – RS39:1661

Contract Use by State Agencies – R&R 1701, OSP Memo 04-07

Contracts – RS39:1611-1616, R&R Chapter 17, OSP WS\Contracts, PHB Sec. 36

Cooperative Purchasing – RS39:1702-1709, R&R Chapter 25

Copy Fees for Public Records – LAC Title 4, Chapter 3

Correction or Withdrawal of bids – RS39:1594.F, R&R 515 and 521

Cost-Plus-a-percentage-of-Cost Contracts Prohibited – R&R 1705, RS 39:1611

CPI – <http://stats.bls.gov/cpi/>

Data Processing – RS39:196-200, LAC 34:I.55; OSP Memo 03-12 (WS), OSP Memo 04-02 (WS) R&R 5501-5513

Debar or Suspend Vendors – RS39:1672

Default of Contractor – RS39:1661.C

Deficiency/Complaints – PHB Sec. 25

Definitions in Procurement Code – RS39:1556, 1591, 1595.A, 1595.4.E, 1701, 1732, and 1752

Definitions in Rules and Regs. – 301.A.1, 309.A.1, 309.B.1, 309.C.1, 309.D.1, 527.B, 529.A and B.2, 1309.C, 1501, 5103

Delegated Authority – RS39:1566, R&R 305.B, PHB Sec. 5, Memo OSP 03-13

Delivered Prices – R&R 507.F

Deliveries – R&R 539

Difference between ITB and RFP – PHB Sec. 8

Directions to State Purchasing – OSP WS\About Us and cover of this quick reference

Documentation of Award – R&R 533

eCat – OSP WS – Home Page\Services

Email addresses – OSP WS\About Us\Contacts

Emergencies – RS39:1598, R&R 1101-1111, PHB Sec. 31

Escalation Clause – RS39:1656

Evaluation of Bids – RS39:1594.E, R&R 527

Exclusions from Procurement Code – RS 39:1554

Executive Order KBB 04-30– OSP WS\Legal

Executive Order Small Purchases – RS 39:1596, R&R 701, OSP WS\Legal

Exempt Agencies – RS 39:1572

Exempt Goods & Services – RS39:1594.I

Fax Number for OSP – 225-342-8688 and cover of this quick reference

Faxed Bids – PHB Sec. 32

Financed Purchases – RS39:1616, OSP WS, PHB Sec. 30

Freight Terms – PHB end of Sec. 19

Frequently Asked Questions – OSP WS\Agency and Vendor

Glossary of Purchasing Terms – PHB Sec. 39

Governing Law – RS9:2778

Group Purchasing – RS39:1593.1

GSA Contracts – See LaMAS Contracts

Help Desk (OIS) – 342-2677 – AGPS/LEO questions; eCat/LaPAC questions from AGPS users

Help Desk (OSP) – (225) 219-HOW2 (4692) – Purchasing questions from all & eCat/LaPAC questions from Vendors & Non-AGPS users)

Holiday postponement of bid opening – R&R 519.C

Inspection of Bids – RS44:33, R&R 519.B.2

Installment Purchase – RS39:1616, OSP WS, PHB 30

Internet - OSP URL is www.doa.louisiana.gov/osp

ITB – Invitation to Bid – RS39:1594.B, R&R Chapter 5

Labor and Materials – RS38:2211-2296

LaCarte Credit Card – OSP WS: PHB Sec. 5

LaMAS Contracts – WS\Contracts, OSP Memo 03-11(WS), PHB Sec.36, R&R 2506

LaPAC – OSP WS

Late Bids – R&R 517

Late Payment – RS39:1695

Law Search – OSP WS\Legal

Lease-Purchase – RS 39:1761, R&R 2005 and 5301

Leases – R&R Chapter 20

Location of State Purchasing Office – OSP WS\About Us

Maintenance and Services PP 51 – OSP WS\Legal

Map of our location – OSP WS under About Us

Mistakes in Bids – R&R 521

Mistakes Made by Vendors – Vendor Guide OSP WS\Vendor Center

Multiple Awards – R&R 1803

Multi-year Contracts – RS39:1615, R&R 1901-1905

Negotiation Prohibited – R&R 527.E

Net Prices – R&R 507.F

NIGP – OSP WS under agency center

Notifying Unsuccessful Bidders – RS39:1601, R&R 535

OSP@ Your Service – OSP WS\Forms and Services

P Card – OSP WS: PHB Sec.5

Performance Bonds – R&R 523.B, PHB Sec. 17

Period of Inquiry – PHB Sec. 11

PPI – <http://stats.bls.gov/ppi/>

Policy and Procedure Memo 51 (Maint. and Services) – OSP WS under legal

Prebid Conference – R&R 511, PHB Sec. 10

Preference Calculation – PHB Sec. 19

Preferences – RS39:1594.H, 39:1595 et. seq., R&R 2105, PHB Sec. 19

Printing – RS43:1-34

Printing Terms Glossary – OSP WS\Agency Center

Prison Enterprise Contracts – PHB Sec. 7; RS15:1157.A(1)

Procurement Code – RS39:1551-1736

Procurement Methods, RS39: 1593-1598, PHB Sec. 7

Procurement Statutes – PHB Sec. 3

Professional Organizations – OSP WS\About Us\Contacts

Professional Services – RS39:1481-1526 (handled by Office of Contractual Review)

Proprietary Specifications – RS39:1655, R&R 309, PHB Sec. 27

Protests - RS39:1671, PHB Sec. 16

Public Contracts – RS38:2211-2296

Public Records – RS44:1-41, RS39:1557, 39:1594.D, R&R 303

Purchase Orders – RS39:1594.G, R&R 535, PHB Sec. 22

Qualified Products List – R&R 309.C

Quasi Agency List – OSP WS\About Us\Contacts

Reciprocal Preferences – RS39:1595.1, PHB Sec. 19

Regional Map – OSP WS under Vendor Center

Rejection of Bids – R&R 1309.C

Renewal of Contracts – R&R 2101-2103, PHB Sec. 34

Rentals/Leases – R&R Chapter 20, PHB Sec. 29

Reporting Requirements – RS39:1567, RS39:1613, RS39:1696, R&R 907.B and 1111.B.2

Request for Proposal - RS39:1593.C, PHB Sec. 35, OSP WS\Agency Center Requisition Review – PHB Sec. 12

Requisition/Purchase Order Process Overview – PHB Sec. 9

Resale Items – RS39:1554.H, RS39:1615.D(1), R&R 905.A.2.c

Resident Business – RS39:1594.H, 1591(6)

Responsible Bidder – RS39:1591(7), RS39:1601, R&R 527.B.2 and Chapter 15

Responsive Bidder – RS39:1591(8), R&R 527.B.1

RFP (see Request for Proposal)

Rules and Regulations – OSP WS under legal

Sealed Bidding (definition) – RS39: 1556(22)

Sheltered Workshops – RS39:1595.4, RS39: 1594.I(1), R&R 2105, PHB Sec. 7

Small and Emerging Business (SEB) – RS39:1731-1738, Small Purchases Exec. Order MJF 02-56, OSP WS\About Us

Small Purchases Exec. Order – RS39:1596, Exec. Order KBB 04-30, OSP WS\Legal, R&R 701



Sole Source – RS39:1597, R&R 901-907, PHB Sec. 27
 Soliciting Prior Contractors – RS39:1594.C(1)
 Solicitations – PHB Sec. 14
 Specifications – RS39:1651-1657, R&R Chapter 3, PHB Sec.13
 Split Award – R&R 531.F.2
 Split Purchases – R&R 701, RS 39:1596, EO KBB 04-30
 SPO Commodities – OSP WS\ About Us\Contacts
 State Agency List – OSP WS\ About Us\Contacts
 State Regional Map – OSP WS\Vendor Center
 Statewide Contracts – RS39:1611-1616, R&R Chapter 17, PHB Sec. 36,
 OSP WS\Contracts
 Stay of Award during Protest – RS39:1671.F, PHB Sec. 16
 Tabulation – RS39:1594.D, R&R 519.B, R&R 535
 Taxes – R&R 507.G
 Telecommunications – RS39:1751-1755; LAC Title 4, Part IX
 Telephone Nos. State Purchasing – OSP WS under about us
 Tie Bids – RS 39:1594.H, RS39:1626, R&R 529, R&R 2309
 Trade-In of Used Equip. – PHB Sec. 28
 Travel – OSP WS under State Travel
 Unsigned Bid – R&R 521.B.2
 Used Equipment – RS39:1645; R&R 905.B
 Vehicle Purchases – WS\Contracts
 Vendor Registration – OSP WS under Vendor Center
 Violation of Procurement Code – RS39:1679
 W-9 – OSP WS under vendor registration or on-line forms
 Website Address for OSP – www.doa.louisiana.gov/osp and on the front
 of this quick reference
 Withdrawal of Bids – RS39:1594F
 Written (definition) – RS 39: 1556(29)

342-8048	(N)	Achee, Lelia
342-8019		Allen, Pamela
342-8066	(5)	Angrum, Tanya
342-8044	(F)	Baird, Margaret
342-6677		Beard, Dale
342-8024	(L)	Bollich, Sally
342-8052		Bourgeois, Jackie
342-8043	(Z)	Campbell, Ann
342-8042	(U)	Cascio, Nick
342-8031	(S)	Collins, John
342-8034		Daigre, Lois
342-8047	(A)	Dargin, Vanessa
342-8020	(K)	DeFoe, Llewellyn
342-8047	(A)	Donaldson, Janis
342-8063		Eidson, Caroline
342-9200	(G)	Fontenot, Don
342-6349		Fox, Carolyn
342-6322		Gottschalk, Ellie
342-8038	(P)	Grant, Tammy
342-3793		Grazioso, George
342-8051		Hollins, Ashley
342-8010		Holmes, Porsche
342-8040	(6)	Hood, Paulett
342-8018	(M)	Jackson, Augustine
219-4594		Jackson-Joseph, Lisa
342-8012		Jackson, Rosemary
342-8010		Johnson, Lola
342-0274	(8)	Jones, Pete
342-8056		Kemp, Bonnie
342-8021	(Y)	Kemp, Tim
342-8062		Lea, Denise
342-8029		Livingston, Sharilyn
342-8014	(O)	Mashon, Bobby
342-8013		Miller, Belinda
342-8017		Miller, Pamela
342-8033		Murphy, Jim
342-8067	(J)	Myers, Brenda
342-8011	(7)	Paul, Roy
342-6963	(O)	Purpera, Gina
342-8025	(E)	Randolph, Mary
342-8035		Rhodes, Barbara
342-8016	(I)	Russell, Marie
342-1302	(B)	Sanchez, Lisa
342-8053		Sanders, Jimmie
342-6634	(W)	Sicard, Beckie
342-8027		Sonnier, Felicia
342-5258	(Q)	Spann, Connie
342-9752	(R)	Swaggerty, Linda
342-8055		Thomas, Bronis
342-8028	(V)	Thurston, Carolyn
342-8039		Toups, Tammy
342-8049		Trusclair, Scheryl
342-8036	(X)	Underwood, Scott
342-8026		Walker, Demita
342-8062		Williams, Betty
342-8032	(2)	Williams, Josephine
342-8045		Woodruff, Marita
342-6525		Woods, Shelita
342-8022	(D)	Young, Dottie

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Buyer indicator is in parentheses
 E-mail format: firstname.lastname@la.gov

Quick Reference for State Agencies that follow the Procurement Code



State Purchasing Information Mailing Address:

Office of State Purchasing & Travel
 P. O. Box 94095
 Baton Rouge, LA 70804-9095

Physical Address:

Office of State Purchasing & Travel
 1201 North Third Street
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 Baton Rouge, LA 70802

Directions:

From I-110 S or N
 Capitol Access Road Exit
 to Capitol Lake Road
 continue west
 turn right on North Third

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Website: www.doa.Louisiana.gov/osp